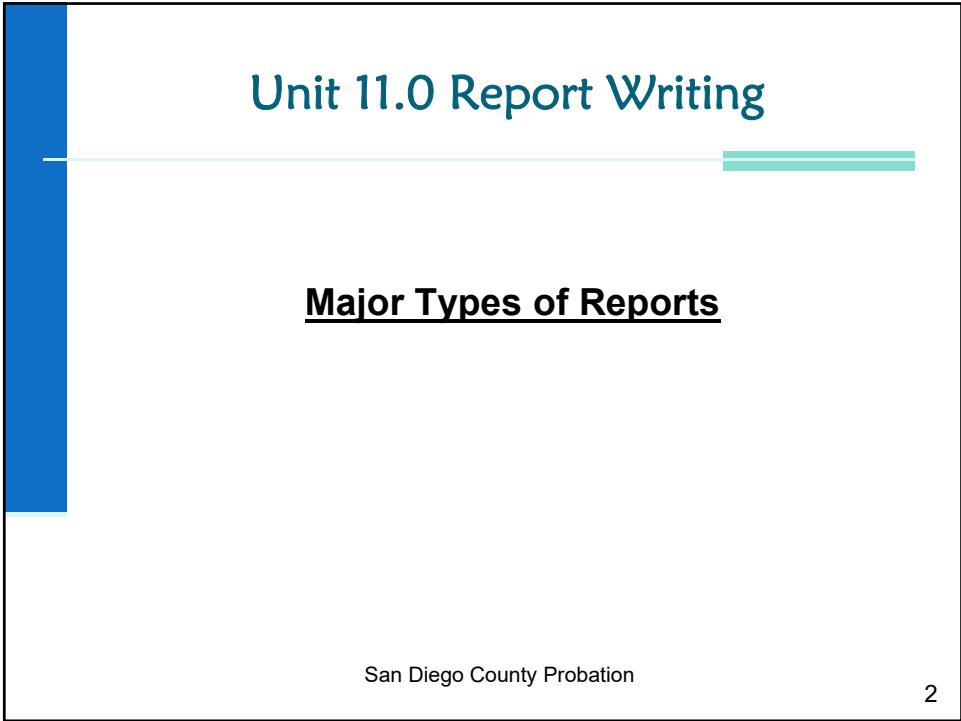


Slide 1 features a blue vertical bar on the left side. A horizontal line with a teal segment on the right spans across the top. The main title is **JI CORE Unit 6.0** in teal, with a teal box below it containing the subtitle **REPORT WRITING**. At the bottom, it reads "San Diego County Probation".

1



Slide 2 features a blue vertical bar on the left side. A horizontal line with a teal segment on the right spans across the top. The main title is **Unit 11.0 Report Writing** in teal. Below it is the subtitle **Major Types of Reports** in black. At the bottom, it reads "San Diego County Probation".

2

2

## Unit 11.0 Report Writing

### Uses of Major Types of Reports

San Diego County Probation

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## Unit 11.0 Report Writing

### Reference Material – Resources:

San Diego County Probation

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## Information Gathering and Note-Taking

### Interviewing Techniques



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## Information Gathering and Note-Taking Handout Note Guide

### Taking Notes



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## Structure and Elements of Reports

### Components of Institutional Reports



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## Report Writing - Mechanics



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## Jargon to Avoid

- Write how you talk
- Avoid Police or Probation Jargon
  - Jargon: Technical language that may not be understood by non-probation staff.

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## Describing a Critical Incident

- Write exactly what you did
- Be objective
- Be neutral
- Explain what happened with facts

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## Report Writing - Organization

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**What are some things that should be done after writing an incident report and before turning in the report?**

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